

OFFICER CANDIDATE REGULATIONS

Anchors Aweigh

Verse I

Stand, Navy, out to sea, Fight our battle cry;
We'll never change our course, So vicious foe steer shy-y-y-y.
Roll out the TNT, Anchors Aweigh. Sail on to victory
And sink their bones to Davy Jones, hooray!

Verse II

Anchors Aweigh, my boys, Anchors Aweigh.
Farewell to foreign shores, we sail at break of day-ay-ay-ay.
Through our last night on shore, drink to the foam,
Until we meet once more. Here's wishing you a happy voyage home.

Verse III

Blue of the Mighty Deep; Gold of God's great sun
Let these our colors be till all of time be done, done, done, done,
On Seven Seas we learn Navy's stern call:
Faith, courage, service true with honor over, honor over all.

Marines' Hymn

Verse I

From the Halls of Montezuma
To the shores of Tripoli
We fight our country's battles
In the air, on land, and sea;
First to fight for right and freedom
And to keep our honor clean;
We are proud to claim the title
Of United States Marine.

Verse II

Our flag's unfurled to every breeze
From dawn to setting sun;
We have fought in every clime and place
Where we could take a gun.
In the snow of far-off Northern lands
And in sunny tropic scenes;
You will find us always on the job --
The United States Marines.

Verse III

Here's health to you and to our Corps
Which we are proud to serve;
In many a strife we've fought for life
And never lost our nerve.
If the Army and the Navy
Ever look on Heaven's scenes,
They will find the streets are guarded
By United States Marines.

Code of Conduct

Sir/Ma'am, the _____ article of the Code of Conduct is

1. I am an American, fighting in the forces which guard my country and our way of life. I am prepared to give my life in their defense.
2. I will never surrender of my own free will. If in command, I will never surrender the members of my command while they still have the means to resist.
3. If I am captured I will continue to resist by all means available. I will make every effort to escape and to aid others to escape. I will accept neither parole nor special favors from the enemy.
4. If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information or take part in any action which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and will back them up in every way.
5. When questioned, should I become a prisoner of war, I am required to give name, rank, service number, and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause.
6. I will never forget that I am an American, fighting for freedom, responsible for my actions, and dedicated to the principles which made my country free. I will trust in my God and in the United States of America.

Sailor's Creed

Sailor's Creed:

I am a United States Sailor

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy Combat Team with Honor, Courage and Commitment.

I am committed to excellence and the fair treatment of all.

Requesting to speak with Staff members

1. Sir/Ma'am, this officer requests permission to speak to Chief Petty Officer, Senior/Chief Petty Officer _____.
2. Sir/Ma'am, this officer requests permission to speak to Class Officer, Lieutenant _____.

General Orders of the Sentry

Sir/Ma'am, the _____ General Order of the Sentry is











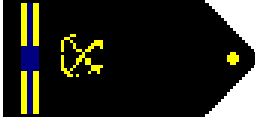


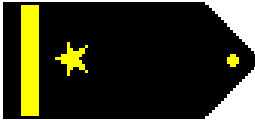

1. To take charge of this post and all government property in view.
2. To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls, from posts, more distant from the guardhouse than my own.
5. To quit my post only when properly relieved.
6. To receive, obey, and pass on to the sentry who relieves me, all orders from the Commanding Officer, Command Duty Officer, Officer of the Deck and Officers, and Petty Officers and Non-Petty Officers of the watch only.
7. To talk to no one except in the line of duty.
8. To give the alarm in case of fire or disorder.
9. To call the Officer of the Deck in any case not covered by instructions.
10. To salute all officers and all colors and standards not cased.
11. To be especially watchful at night and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.


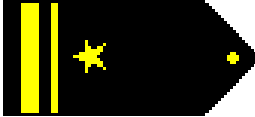

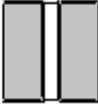
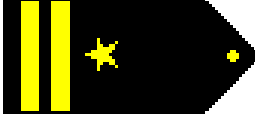


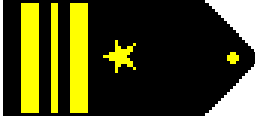


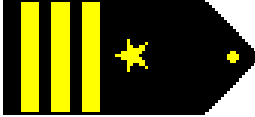


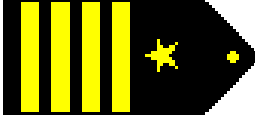

Chain of Command


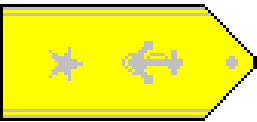


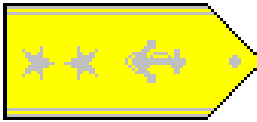


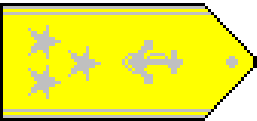


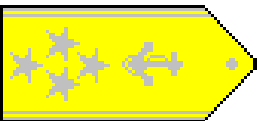


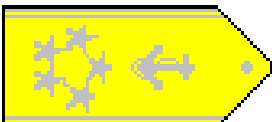

1. Class Chief Petty Officer _____
2. Class Officer: _____
3. Assistant Operations Officer of Officer Candidate School: _____
4. Operations Officer of Officer Candidate School: _____
5. Executive Officer, Officer Training Command Newport: _____
6. Commanding Officer, Officer Training Command Newport: _____
7. Commander, Naval Service Training Command: _____
8. Commander, Naval Education and Training Command: _____
10. Chief of Naval Operations: _____
11. Secretary of the Navy: _____
12. Secretary of Defense: _____
13. Vice-President of the United States: _____
14. President of the United States: _____

OFFICER RANK STRUCTURE








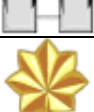







Navy Officer Rank Structure

Rank		Collar Device	Shoulder Board	Sleeve Insignia
W-2	Chief Warrant Officer Two (CW02)	 Single bar device with a blue background and two gold breaks	 One gold 1/2-inch stripe with three blue breaks outboard a specialty insignia	 One gold 1/2-inch stripe with three blue breaks below a specialty insignia
W-3	Chief Warrant Officer Three (CW03)	 Single bar device with a blue background and one silver break	 One gold 1/2-inch stripe with two blue breaks outboard a specialty insignia	 One gold 1/2-inch stripe with two blue breaks below a specialty insignia
W-4	Chief Warrant Officer Four (CW04)	 Single bar device with a blue background and two silver breaks	 One gold 1/2-inch stripe with one blue break outboard a specialty insignia	 One gold 1/2-inch stripe with one blue break below a specialty insignia
W-5	Chief Warrant Officer Five (CW05)	 Single silver bar device with a thin blue break in the center	 Two thin gold stripes with one blue break outboard a specialty insignia	 Two thin gold stripes with one blue break outboard a specialty insignia
O-1	Ensign (ENS)	 One gold bar	 One gold 1/2-inch stripe outboard of a gold five point star	 One gold 1/2-inch stripe below a gold five pointed star

O-2	Lieutenant Junior Grade (LTJG)	 One silver bar	 One gold 1/2-inch stripe outboard of one 1/4-inch gold stripe outboard of a five pointed gold star	 One gold 1/2-inch stripe below one 1/4-inch stripe below a gold five pointed star
O-3	Lieutenant (LT)	 Two silver bars	 Two gold 1/2-inch stripes outboard a five pointed gold star	 Two gold 1/2-inch stripes below a gold five pointed star
O-4	Lieutenant Commander (LCDR)	 Gold oak leaf	 One gold 1/2-inch stripe outboard one gold 1/4-inch stripe outboard one gold 1/2-inch stripe outboard one gold five pointed star	 One gold 1/2-inch stripe below one gold 1/4-inch stripe below one gold 1/2-inch stripe below a gold five pointed star
O-5	Commander (CDR)	 Silver oak leaf	 Three gold 1/2-inch stripes outboard a five pointed gold star	 Three gold 1/2-inch stripes below a gold five pointed star
O-6	Captain (CAPT)	 Silver eagle	 Four gold 1/2-inch stripes outboard a five pointed gold star	 Four gold 1/2-inch stripes below a gold five pointed star















O-7	Rear Admiral Lower Half (RDML)	 <p>One silver five pointed star</p>	 <p>Gold shoulder boards with one silver five pointed star outboard a silver fouled anchor</p>	 <p>One gold 2-inch stripe below a gold five pointed star</p>
O-8	Rear Admiral (RADM)	 <p>Two silver five pointed stars</p>	 <p>Gold shoulder boards with two silver five pointed stars outboard a silver fouled anchor</p>	 <p>One gold 2-inch stripe below one gold 1/2-inch stripe below a gold five pointed star</p>
O-9	Vice Admiral (VADM)	 <p>Three silver five pointed stars</p>	 <p>Gold shoulder boards with three silver five pointed stars outboard a silver fouled anchor</p>	 <p>One gold 2-inch stripe below two gold 1/2-inch stripes below a gold five pointed star</p>
O-10	Admiral (ADM)	 <p>Four silver five pointed stars</p>	 <p>Gold shoulder boards with four silver five pointed stars outboard a silver fouled anchor</p>	 <p>One gold 2-inch stripe below three gold 1/2-inch stripes below a gold five pointed star</p>
O-11	Fleet Admiral (FADM)	 <p>Five silver five pointed stars</p>	 <p>Gold shoulder boards with five silver five pointed stars outboard a silver fouled anchor</p>	 <p>One gold 2-inch stripe below four gold 1/2-inch stripes below a gold five pointed star</p>





Marine Corps Officer Rank Structure

Rank		Collar Device	
W-1	Warrant Officer (W1)		Single bar device with a red background and one gold break
W-2	Chief Warrant Officer Two (CW02)		Single bar device with a red background and two gold breaks
W-3	Chief Warrant Officer Three (CW03)		Single bar device with a red background and one silver break
W-4	Chief Warrant Officer Four (CW04)		Single bar device with a red background and two silver breaks
W-5	Chief Warrant Officer (CW05)		Single silver bar device with a thin red break in the center
O-1	Second Lieutenant (2nd LT)		One gold bar
O-2	First Lieutenant (1st LT)		One silver bar
O-3	Captain (CPT)		Two silver bars
O-4	Major (MAJ)		Gold oak leaf
O-5	Lieutenant Colonel (LTCOL)		Silver oak leaf
O-6	Colonel (COL)		Silver eagle
O-7	Brigadier General (BGEN)		One silver five pointed star
O-8	Major General (MGEN)		Two silver five pointed stars
O-9	Lieutenant General (LGEN)		Three silver five pointed stars
O-10	General (GEN)		Four silver five pointed stars

ENLISTED RANK STRUCTURE

Navy Enlisted Rank Structure












Rank		Collar Device	Sleeve Insignia
E-1	Seaman Recruit	None	None
E-2	Seaman Apprentice	 Two diagonal bars	 Two diagonal stripes
E-3	Seaman	 Three diagonal bars	 Three diagonal stripes
E-4	Petty Officer Third Class	 One eagle above one chevron	 One eagle above one chevron
E-5	Petty Officer Second Class	 One eagle above two chevrons	 One eagle above two chevrons
E-6	Petty Officer First Class	 One eagle over three chevrons	 One eagle above three chevrons
E-7	Chief Petty Officer	 Gold fouled anchor with silver USN centered across the anchor	 One eagle above one rocker above three chevrons
E-8	Senior Chief Petty Officer	 Gold fouled anchor with silver USN centered across the anchor below one silver star	 One silver star above one eagle above one rocker above three chevrons

E-9	Master Chief Petty Officer	 <p>Gold fouled anchor with silver USN centered across the anchor below two silver stars</p>	 <p>Two silver stars above one eagle above one rocker above three chevrons</p>
E-9	Master Chief Petty Officer of the Navy	 <p>Gold fouled anchor with silver USN centered across the anchor below three silver stars</p>	 <p>Three gold stars above one eagle above one rocker above three chevrons with a gold star specialty mark</p>

PHONETIC ALPHABET

Letter	Pronunciation	Letter	Pronunciation
A Alpha	AL fah	N November	no VEM ber
B Bravo	BRAH voh	O Oscar	OSS cah
C Charlie	CHAR lee	P Papa	pah PAH
D Delta	DELL tah	Q Quebec	kay BECK
E Echo	ECK oh	R Romeo	ROW me oh
F Foxtrot	FOKS trot	S Sierra	see AIR rah
G Golf	GOLF	T Tango	TANG go
H Hotel	hoh TELL	U Uniform	YOU nee form
I India	IN dee ah	V Victor	VIK tah
J Juliet	JEW lee et	W Whiskey	WISS key
K Kilo	KEY loh	X X-Ray	ECKS ray
L Lima	LEE mah	Y Yankee	YANG key
M Mike	MIKE	Z Zulu	ZOO loo

Marine Corps Enlisted Rank Structure

Rank		Sleeve Insignia and Collar Devices	
E-1	Private	None	
E-2	Private First Class		One chevron
E-3	Lance Corporal		One chevron over crossed rifles
E-4	Corporal		Two chevrons over crossed rifles
E-5	Sergeant		Three chevrons over crossed rifles
E-6	Staff Sergeant		Three chevrons over crossed rifles over one rocker
E-7	Gunnery Sergeant		Three chevrons over crossed rifles over two rockers
E-8	Master Sergeant		Three chevrons over crossed rifles over three rockers
E-8	First Sergeant		Three chevrons over one diamond over three rockers
E-9	Master Gunnery Sergeant		Three chevrons over a bursting bomb over four rockers
E-9	Sergeant Major		Three chevrons over one star over four rockers
E-9	Sergeant Major of the Marine Corps		Three chevrons over the Marine Corps emblem centered between two five pointed stars over four rockers

BREAST INSIGNIA/SLEEVE DEVICES

Officer Breast Insignia

Naval Aviator Insignia: A gold embroidered or gold metal winged pin with a fouled anchor behind a shield in the center.



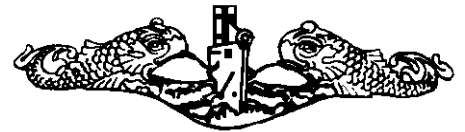
Naval Flight Officer Insignia: A gold embroidered or gold metal winged pin with a set of small, crossed, fouled anchors behind a shield in the center.



Surface Warfare Insignia: A gold embroidered or gold metal pin, with the bow and superstructure of a modern naval warship superimposed on two crossed swords, on a background of ocean swells.



Submarine Warfare Insignia: A gold embroidered or gold metal pin showing the bow view of a submarine proceeding on the surface with bow planes rigged for diving flanked by dolphins in horizontal position, their heads resting on the upper edge of the bow planes.



Special Warfare Insignia: A gold metal pin with an eagle holding a trident and a handgun, in front of an anchor.



Naval Aviation Supply Insignia: A gold embroidered or gold metal winged pin with a supply corps oak leaf in the center.



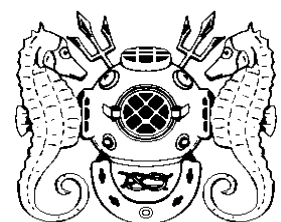
Submarine Supply Insignia: A gold embroidered or gold metal pin with two dolphins facing a supply corps oak leaf in the center.



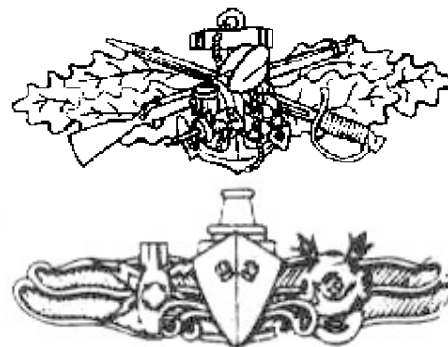
Surface Supply Insignia: A gold embroidered or gold metal pin with a supply corps oak leaf centered on the bow and superstructure of a modern naval warship superimposed on two crossed naval swords, on a background of ocean swells.



Diving Officer Insignia: A gold metal pin with two upright sea horses facing a diving helmet, and two tridents projecting upward and canted outward from the diving helmet's cover. A double carrick bend superimposed on the breast plate.











Seabee Combat Warfare Specialist Insignia: A gold metal pin with a bee on crossed sword and gun superimposed on an anchor on a background of leaves.



Special Operations Officer Insignia: A gold embroidered or gold metal pin, with the bow and superstructure of a modern naval warship on a background of ocean swells with an ordnance disposal bomb over crossed lightning rays on one side, and a diving helmet over two tridents on the other.

Officer Sleeve, Shoulder Board and Collar Devices

	Sleeve and Shoulder Board Devices	Collar Devices
Line and Restricted Staff	 A gold embroidered five-pointed star.	 Rank insignia are worn on both collars
Supply Corps	 A gold embroidered sprig of three oak leaves and three acorns.	  A gold metal sprig of three oak leaves and three acorns worn on the left collar. Rank insignia is worn on the right collar.
Civil Engineer Corps	 Two gold embroidered sprigs of two oak leaves and a silver acorn in each sprig.	  A gold metal pin with two sprigs of two oak leaves and a silver acorn in each sprig worn on the left collar. Rank insignia is worn on the right collar.

NAVAL MISSION

The mission of the Navy is to maintain, train and equip combat-ready Naval forces capable of winning wars, deterring aggression and maintaining freedom of the seas.

WARFARE

Levels of War

Strategic level focuses on supporting national goals.

Operational level concerns forces collectively in theater.

Tactical level involves the details of individual engagements.

War at Sea

War at sea is the application of decisive offensive force to achieve control of the sea which is the first step in establishing our superiority in any region.

Littoral Warfare

Littoral warfare is warfare in that portion of the world's land masses, adjacent to the oceans within direct control of and vulnerable to the striking power of sea-based forces.

Naval Tactical Mission

Strike Warfare – Any combination of naval forces that intends to inflict damage on or destroy the target objective.

Amphibious Warfare – Establishing a landing force on a hostile shore.

Electronic Warfare (EW) – Deny the enemy effective use of the electromagnetic spectrum.

Air Warfare (AW) – Those actions required to destroy or reduce the enemy air and missile threat to an acceptable level.

Undersea Warfare (USW) – Those actions taken to deny the enemy effective use of his submarines and the undersea environment.

Surface Warfare (SUW) – Deny the enemy effective use of his surface warships and merchant capability.

FOURTEEN LEADERSHIP TRAITS

Remember these by this mnemonic aid: JJ DID TIE BUCKLE.

- | | |
|------------------|---|
| 1. Judgment | The ability to weigh facts and possible solutions on which to base sound decisions. |
| 2. Justice | Giving reward and punishment according to merits of the case in question; the ability to administer a system of rewards and punishments impartially and consistently. |
| 3. Decisiveness | Ability to make decisions promptly and to announce them in clear, forceful manner. |
| 4. Initiative | Taking action in the absence of orders. |
| 5. Dependability | The certainty of proper performance of duty. |
| 6. Tact | The ability to deal with others without creating offense. |
| 7. Integrity | Uprightness of character and soundness of moral principles; includes the qualities of truthfulness and honesty. |

8. Endurance	The mental and physical stamina measured by the ability to withstand pain, fatigue, stress and hardship.
9. Bearing	Creating a favorable impression in carriage, appearance and personal conduct at all times.
10. Unselfishness	Avoidance of providing for one's own comfort and personal advancement at the expense of others.
11. Courage	The mental quality that recognizes fear of danger or criticism, but enables a man to proceed in the face of it with calmness and firmness.
12. Knowledge	Understanding of a science or an art. The range of one's information, including professional knowledge and an understanding of your Sailors.
13. Loyalty	The quality of faithfulness to country, the Navy, the unit, to one's seniors, subordinates and peers.
14. Enthusiasm	The display of sincere interest and exuberance in the performance of duty.

Office Entry/Exit Procedures

1. Approach the door from the starboard with the right shoulder four inches from the bulkhead and halt so that the shoulder is even with the doorframe. Check appearance prior to stepping off.
2. Stepping off with the left foot, move to the center of the doorway, halt, and execute a right face and adjust to center of the doorway. With the palm of the right hand, knock three times at eye level on the doorframe in a loud, vigorous manner and await acknowledgement. If told to enter, proceed to the next section. If instructed to state business, then sound off, "Sir/Ma'am, Officer Candidate _____, Class XX-XX," and state business. If told to wait, conduct a right face, proceed to a position just starboard of the doorway and will wait.

Proceeding to the Desk.

1. If proceeding to the desk of an enlisted staff member and no officer is present, or to a staff officer's desk and no senior officer is present, enter the office when directed. Move in the most direct route to a position 12 to 18 inches in front of, and centered on, the desk of the person who authorized the entry.
2. If proceeding to the desk of an enlisted staff member and an officer is present, or to a staff officer's desk and a senior officer is present, take one step into the office and halt when directed to enter. Face the officer or senior officer. If covered, salute the officer and hold while giving the greeting of the day; if uncovered, simply give the greeting of the day. Await acknowledgment. Move direct route to a position 12 to 18 inches in front of, and centered on, the desk of the person who authorized the entry.

At the Desk.

1. Report: "Sir/Ma'am, Officer Candidate _____, Class XX-XX, reporting to _____ as ordered." or, when requesting to speak: "Sir/Ma'am, Officer Candidate _____, Class XX-XX, requests permission to speak to _____." If covered and interviewing with an officer, the report is rendered with a salute.
2. If told to "stand at ease," the candidate may do so but may not sit down unless specifically told to "sit down," "have a seat," etc. Initially when seated, the candidate will sit at attention unless told to be at ease.

Dismissal.

1. When dismissed or instructed to "carry on," if at any position other than attention, the candidate will come to attention.
2. Take one step to the rear with the left foot. The left arm swings six inches forward and the right arm 3 inches to the rear of the right leg. Bring the right heel against the left, assuming the position of attention.
3. Answer "Aye Aye, sir/ma'am." If covered and interviewing with an officer, the report is rendered with a salute.

Exiting.

1. If interviewing with an enlisted staff member and an officer is present or if interviewing with an officer and a senior officer is present, face the officer or senior officer. If covered, salute the officer and hold while giving the greeting of the day; if uncovered, simply give the greeting of the day. Await acknowledgment.
2. Execute an appropriate facing movement (left, right or about face) to face the door in the most direct manner.
3. Cross the threshold with the left foot first, pivoting smartly 90 degrees to the starboard, simultaneously turning the head starboard towards the office and rendering the appropriate greeting of the day.
4. If proceeding back with a group, proceed around the deck until returning to the tail end of the group awaiting interviews.

Awaiting Office Entry. If waiting to enter an office, position yourself on the starboard side of the doorway, at parade rest, back to the bulkhead with heels four inches from the bulkhead. Situational awareness of the deck is required to ensure appropriate honors are rendered. When a staff member steps onto the same deck as the candidate, the candidate will brace and give the greeting of the day. If several candidates are waiting and a senior steps onto the same deck, one candidate will give the others a standby and all will give the greeting of the day simultaneously. Once a candidate's name has been called, the candidate will perform the office entry procedure. If several candidates are waiting and one candidate enters the office, the next candidate in line will give the necessary facing movements to move the line down to wait next to the doorframe.

Chow Hall Procedures.

1. Class halts at bottom of steps
2. The Section Leader relieves drill body and proceeds up the second set of steps. When the section leader's left foot strikes the deck of the top step the section leader will turn their head to the right and give the greeting of the day. The section leader then performs a left face, centers them self on the class, and faces left again. At this time the section leader will ground their toes to the edge of the top step by executing a series of short choppy steps while looking down.

Section Leader: "Guide, post the guidon."

Guide: "Aye Aye, Section Leader." **Guide will return to his/her position in the rear of the formation.**

Section Leader: Give the command to ground canteens.

Section Leader: "Class XX-XX, upon receiving the command of execution 'March' you will half step up the ladder well and reform at the door."

Class: "Aye Aye, Section Leader."

Section Leader: "Half Step, March." Halt at end of sidewalk.

Section Leader: "Ready, Adjust," at which time all candidates will secure gloves-covers/watchcaps remain on until they enter the chow hall. Ensure everyone is presenting a neat cleanly appearance, and reform at the door exactly one forearms distance apart.

Class: *"Discipline, D...I...S...C...I...P...L...I...N...E, Discipline is the instant, willing obedience to orders, respect for authority and self-reliance. Freeze, candidate freeze."*

Section Leader: "Standby to sanitize."

Class: "Standby to sanitize aye section leader."

Section Leader: "MOVE"

Class: "KILL". On this command every squad leader with the exception of fourth squad leader will snap their head to the right. The class will proceed to the hand sanitizer filing off squad at a time until reformed in platoon formation and wait for the next command.

Section Leader: "Door bodies off the rear."

Class: "Door bodies off the rear, Aye Aye, Section Leader."

Door Bodies: "Aye Aye, Section Leader" Execute the appropriate facing movements to exit the formation, proceed to the hatch, with the second door body centered on the section leader.

Second Door Body: "door bodies reporting as ordered section leader."

Section Leader: "door bodies, post"

Both Door Bodies: “aye, aye section leader.” Execute a right face, take one step forward, face right, and take one step backwards, positioned abreast of the section leader.

Section Leader (S. L.): “Door bodies, report status of chow hall deck.”

Door Bodies:, “Aye Aye, Section Leader.” The second door body will take one step forward, face left and proceed to the second hatch. The first door body will open the first hatch for the second door body. **Second door body** will look through the door inside the chow hall to see if any classes are standing in line. If there are less than eight candidates in line, the door body will respond, “***Chow hall deck all clear, Section Leader.***” If there is a class standing in chow line “***Chow hall deck not clear, Section Leader.***” Section Leader will command “report status of chow hall deck when chow hall decks all clear.” The door body will respond, “Aye Aye, Section Leader,” and monitor the status of the line in the chow hall until it is clear, at which time the candidate will follow the procedure for announcing the chow hall deck all clear.

Class: Repeat last statement.

Section Leader: “Door body, crack the door

Door body: “Aye, Aye” Section Leader, execute one step forward, face left, march to second hatch, execute a right face and back step will then crack the second open the second hatch.

S. L. : will step forward with the left foot towards the chow hall door, step on the doorframe, lean into the chow hall, and state, “***Class XX-XX, marching in for chow.***” The section leader will then take his original position, by executing two right faces, march to his original position, execute a left face, take one back step.

Class: “Class XX-XX, marching in for chow, Aye, Section Leader.”

S. L.: “Column of files from the right (or left)”.

Squad leader: “Forward,”

Other squad leaders: then turn their heads to the right and order, “Stand fast,”

S. L.: “March.”

Inside the Chow Hall.

1. Class will remove covers/watchcap upon entering at the same time sound off number sequence as the left foot strikes the door frame until all member of the class have entered into the chow hall and continue to walk in a single file until forming into two columns stopping at the edge of the carpet. The first door body will relieve the second door body and follow the last squad member into the mess.
2. Section leader will remain at the end of the line waiting for the class to form. The Section Leader will center his/herself at the first stanchion and order “***proceed class XX-XX***”.

Class: “Aye, Section Leader”.

Front Candidate: “Forward, march” (over right shoulder).

Entire Class: “step freeze”.

First Candidate: “stand fast”. Front Candidate in the Port line stands fast, while the starboard side candidate takes six steps forward, left flanks, Port line steps off on Starboard’s fourth step, takes two steps and flanks together with Starboard.

Retrieve Tray: as instructed by the Class Team. Execute two side steps or appropriate facing movements in order to form a line at the serving area.

Holding Tray: Elbows tucked into sides, wrists and forearms straight and parallel to the deck.

Proceeding through line: Sidestepping along the food serving area and continue sidestepping around to the drink dispenser.

Arriving at Table.

1. Place their tray on the table,
2. Pull out the chair next to them
3. Arrange their glasses and silverware,
4. Enter their place on the starboard side of and then stand in front of their chair.
5. Drape parkas/all weather coats or Eisenhower jackets over the back of their chair.
5. Unsecured candidates will take out their study their knowledge.

Arrangement of Trays.

1. Tray will be placed one fist width from the outboard edge and grounded to the near edge of the table.
2. Glasses will be placed on the table grounded to the forward edge of the tray, with water being placed on the starboard side.
3. Plate will be centered and grounded to the bottom edge of the tray.
4. Salad bowl will be grounded on the port side. Fruit bowl will be grounded on the starboard side.
5. Bread, butter and condiments will be centered and grounded to the upper edge of the tray.
6. Silverware will be set with spoon starboard of plate grounded to bottom of tray and plate.
7. Once the candidate has arranged the tray, he/she will return to the position of attention.

At the Table. Class will wait to be seated by Section Leader.

Section Leader (S. L.): (Secured) “Put it away, Class XX-XX.” Candidates will put away their study materials, stage jackets if necessary and return to the position of attention.

Class: The class responds “Aye Aye, Section Leader”.

S. L. : (Unsecured) “Class XX-XX, these tables, both sides, ready, seats.” **Secured:** “This table, both sides, ready, seats.”

S. L. : “Adjust.” (Candidates slide towards the table grabbing the bottom of the chair with the port hand. Candidates stomach will be touching the table, sitting on the front one third of the chair).

S. L. -“Pray at will.” Candidates will snap their heads down and then at the same time respond with “snap”. (Candidates are given approximately 10 seconds to bless their meal, if they wish).

S. L. - “Ready, eat.” Candidates snap their heads to the front. Candidates then respond with “snap”. (Commence meal).

Section Leader (S.L.): “Class XX-XX, this is your 20 minute warning” will be given.

Class: “Aye Aye, Section Leader.” The section leader then gives 15, 10, and 5.

- Candidates are not allowed to talk during the meal.

Greetings. The greeting of the day will not be given in the chow hall except upon entering and exiting.

Exiting

Section Leader (S.L) (one-minute remaining) “Put it away Class XX-XX.”

Class: “Aye Aye, Section Leader,” and finish all of their fluids.

S. L.:“Class XX-XX, this is your immediate warning.” Candidates will fold up their napkin, one inch by one inch, and place it under their plate.

S. L. “Class XX-XX, prepare to ground glasses on tray.”
Class: “Aye Aye, Section Leader,” and place their starboard hand against the edge of the table, fingertips touching the edge.

S. L.: “**Ready**,” the entire class will grab glasses with starboard hand. On the command, “**Move**,” the entire class places glasses on trays.

S. L.: “Class XX-XX, prepare to take your feet.”

Class: “Aye Aye, Section Leader.”

S. L. : “**Ready**,” at which point the class will grab the back of their chair with their starboard hand. Upon the command, “**Move**,” the entire class will stand and exit to the port of their chairs, ground chairs to the table, and put jackets on as necessary then come to the position of attention.

S. L.: “Class XX-XX, prepare to face the scullery.”

Class: “Aye Aye, Section Leader.”

S. L. “Ready, move.” The class will execute the appropriate facing movement to face toward the scullery.

S. L.: “Class XX-XX, prepare to recover trays.”

Class: “Aye Aye, Section Leader,”

S. L.: “Ready, move,” the class will pick up trays, assume a posture of elbows tucked into sides, wrists and forearms straight and parallel to the deck.

S. L.: “Column of files from the right (or left).”

Squad leader: “Forward,”

Other squad leader: “Stand fast.”

S. L.: “March.” The class will then file out, depositing trays at the scullery. The first two candidates to the scullery will deposit all trays for the class. The third and fourth candidates will hold the doors open for the rest of the class. The first and last candidates out of the mess will render the greeting of the day.

Once outside, the class will retrieve canteens/knowledge bags and form up into a class formation at the position of attention and the Section Leader/Candidate Officer will march them to the next scheduled event.